



Butner Town Council Meeting Agenda

7:00 PM Thursday, December 7, 2023
Council Meeting Room – Butner Town Hall
415 Central Avenue
Butner, NC 27509

1. Welcome, Remarks and Call to Order - Mayor Turner
2. Roll Call - Clerk Rote
3. Invocation and Pledge of Allegiance - Council Member Judy Cheek
4. Adjustments to and/or Approval of the Meeting Agenda

OLD BUSINESS

5. Approval of November 2, 2023 Meeting Minutes (Attachment 5)
6. Recognition of the 2023 Veterans' Day essay winners:
 - 1st Place – Genevieve Keigley – Granville Early College
 - 2nd Place – Laila Oakley – Granville Early College
 - 3rd Place – Matilda Travis – Granville Early College
7. Public Comment Period
Citizens wishing to address the Board must sign in on the form located on the podium prior to the beginning of the meeting.
8. Consider Land Development Ordinance (LDO) Text Amendment TA.23.06 to Article 15 - Water Supply Watershed and Article 17 – Definitions to bring our ordinance into compliance with changes made by the Environmental Management Commission.

On March 9, 2023, the Updated Draft Water Supply Watershed Model Ordinance was approved by the Environmental Management Commission (EMC). Changes to the LDO Article 15 and Article 17 include: edits for clarity, Allowed/Not Allowed Use table and Density Average section added, Density and Built-Upon Area table updated per 2019 rules, and added definitions. The Planning Board reviewed the request on November 9, 2023. Statutory requirements have been met. **(Attachment 8)**

- Public Hearing

- Consistency Statement
Recommended Action: The Town Council must adopt a statement indicating if the amendment is/is not consistent with the Butner 2040 Plan’s Goals and Objectives, and relative to public interest.
- Consider approval of Text Amendment TA.23.06
Recommended Action: The Ordinance Administrator recommends approval of TA.23.06 to the *LDO Article 15 – Water Supply Watershed and Article 17 – Definitions*, as presented, effective upon adoption. The Planning Board recommends the same.

9. Consider Land Development Ordinance (LDO) Text Amendment TA.23.08 to Sections 7.5.3(H) Temporary Uses – Food Trucks and 7.5.2 - General Standards for Temporary Uses and Structures to amend restrictions on food trucks and to allow them to operate outside of Town-sponsored events.

Currently, Code only allows food trucks as part of Town sponsored events. Staff proposes to allow food trucks as part of events throughout Town, with restrictions and permits. Food trucks are defined in Article 17 as “A licensed, motorized vehicle or mobile food unit that is designed and equipped to serve food and is temporarily located for the purpose of selling food items to customers. This use includes ice cream trucks.” The Planning Board reviewed the request on November 9, 2023. Statutory requirements have been met. **(Attachment 9)**

- Public Hearing
- Consistency Statement
Recommended Action: The Town Council must adopt a statement indicating if the amendment is/is not consistent with the Butner 2040 Plan’s Goals and Objectives, and relative to public interest.
- Consider approval of Text Amendment TA.23.08
Recommended Action: The Ordinance Administrator recommends approval of TA.23.08 to the *LDO Sections 7.5.3(H) Temporary Uses – Food Trucks and 7.5.2 - General standards for temporary uses and structures*, as presented, effective upon adoption. The Planning Board recommends the same.

10. October 2023 Financial Report & Acceptance– Finance Director Ung
(Attachment 10)

11. Consider providing a School Resource Officer (SRO) to Granville County Schools.

Granville County Schools has requested to contract with the Town to provide an SRO for three of their campuses. The school system would pay \$89,906 per year to fund the position. This amount would cover the average cost of a PSO position, benefits, uniforms, and the annual cost of providing a vehicle for the position. When school is on break, the Officer would be available to cover for other positions that are vacant or on leave. This agreement is very similar to the Town’s existing contract with Falls Lake Charter.

A budget amendment is needed to accept the pro-rated amount of \$44,953 from Granville County Schools for the position from January-June 2024 and appropriate the funding over the respective expense accounts for salary, benefits, and other related expenses. It also appropriates funds for the purchase of an additional police vehicle. **(Attachment 11)**

Recommended Action: Authorize the Public Safety Director, Town Manager and Town Attorney to finalize a contract with Granville County Schools for providing a Town employed School Resource Officer for Butner-Stem Elementary, Butner-Stem Middle School and the Early College, approve the creation of a 2nd SRO position within Butner Public Safety and approve Budget amendment 010-2024 for \$100,950 to fund the position from January - June 2024 and provide an additional vehicle.

12. Presentation and consider approving 12-7-23 Town of Butner Timber Sales Map and authorize the Town Manager and Forester to finalize timber areas based on field conditions.

Staff held information and input sessions for the public October 23rd and November 9th concerning the Town's upcoming timber harvest. Staff has revised the original plans based on input received during the public meetings. The changes include adding a 45-acre and 15-acre area to be harvested (labeled on the map), increasing the buffer from 50 feet to 300 feet behind 12th Street and seeking to access these three areas from West H Street. The revisions reduce the impact on residents along 12th Street and was well received by those in attendance at information sessions. This plan remains in line with the Town's forest management plan and allows for removal of trees along the residential properties for liability purposes. **(Attachment 12)**

Recommended Action. Approve the 12-7-2023 Town of Butner Timber Sales Map and authorize the Town Manager and Forester to finalize timber areas based on field conditions.

13. Consider appointing PIO/Events Coordinator Mallory Richard to the Granville County Tourism Authority (TDA) to fill unexpired term of Councilmember Smoak. Term expires September 2024.

Councilmember Smoak recommended appointing Ms. Richard for this position based on her responsibilities and experience. Councilmember Smoak was the only elected official on the TDA. Other municipalities appointed staff.

Recommended Action: Appoint Mallory Richard to the Granville County TDA with term expiring September, 2024.

14. Consider accepting the official results of the municipal election held November 7, 2023.

Recommended Action: Accept the official results of Nov. 7, 2023 election **(Attachment 14)**

15. Reports (Attachment 15)
 - Manager
 - Planning Director
 - Public Safety Director
16. Recognize Outgoing Mayor and Councilmembers
 - Mayor Terry Turner
 - Councilmember Bill McKellar
 - Councilmember Vickie Smoak
17. Call for motion – Adjournment sine die.

Sine Die concludes the 2-year legislative session held by the seated Council also officially ends this portion of the meeting.

Brief Reception in the Town Hall Gallery (15 min)

REORGANIZATION OF COUNCIL **(Pursuant to NCGS §160A-68 and §160A-70)**

18. Call to Order for the purpose of administering Oaths of Office by Councilmember Lane.
19. Administering the Oath of Office to the following elected officials by Granville County Clerk of Court, Yancey Washington
 - a. Linda Jordon, Mayor elect, 2-yr. term
 - b. Vicky Daniels, Councilmember elect, 4-yr. term
 - c. Ed Sosa, Councilmember elect, 4-yr. term
20. Administer Oath of Office to Councilmember elect, Josh Shank (4-yr. term) by Wake County Notary Public Christopher Riitano.
21. Roll Call - Clerk Rote

NEW BUSINESS

22. Call to Order for the purpose of conducting New Business by Mayor Jordon.
23. Elect Mayor Pro Tempore
24. Administer Oath of Office to Mayor Pro Tempore by Granville County Clerk of Court, Yancey Washington

25. Appointment to Kerr-Tar Council of Government Board with term expiring 2025.
 26. Appointment as alternate to the Kerr-Tar Council of Government RPO-TAC Committee. Term is indefinite. Councilmember Lane is the primary.
 27. Appointment to South Granville Water Authority to fill unexpired term of Councilmember McKellar. Term expires November 2024.
 28. Appointment to the Upper Neuse River Basin Association previously held by Councilmember McKellar. Term is indefinite.
 29. Mayor and Council Comments
 30. Closed Session if needed
 31. Adjournment
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REMINDERS:

If you need additional information about the following items, please visit **Butnernc.org** for updates and additions.

December 9	Shop with a Cop (Butner Public Safety)
December 12	New Councilmember Orientation – 9:00 AM, Town Hall
December 14	Senior Christmas Social – 8 AM, Sports Arena Stocking & Cooke Decorating Party - 5 PM, Butner Public Safety Planning Board Meeting – 6:30 PM, Town Hall
December 15	Firetruck Drive with Santa – 6:00 PM, Town-wide
December 25-27	Christmas Holiday Observed, Town offices closed for regular business
January 1	New Year’s Holiday Observed – Town offices closed for regular business